

# **West Virginia Recycling Assistance Grant Program Guidelines**

*2012 Grant Cycle Application*



## **West Virginia Department of Environmental Protection Rehabilitation Environmental Action Plan Recycling Section**

**Grant forms may be downloaded and completed online at:**

**<http://www.dep.wv.gov/dlr/reap/grantprograms>**

It is the policy of the Department of Environmental Protection to provide its facilities, accommodations, services and programs to all persons without regards to sex, race, age, religion, national origin, ancestry, disability, or other protected group status. The Department of Environmental Protection is an equal opportunity employer.

## **NOTICE**

**It is now a requirement that applicants involved in a recycling activity must be registered with the WV DEP Solid Waste Permitting Unit. There is no fee for this registration. Please contact: Ken Holliday (304) 926-0499 ext. 1615 or Sudhir Patel at ext. 1295.**

**It is now a requirement that applicants involved in a recycling activity must contact the WVDEP Division of Water and Waste Management, Storm Water Section to determine if a Storm Water Permit is needed. Please contact: Patrick Burch at (304) 926-0499 ext. 1067 or Michelle Finney at (304) 926-0499 ext. 1047.**

**PLEASE NOTE: Worker's Compensation Payments and Unemployment Compensation Payments must be current for the application to be considered.**

Effective April 15, 2008 the following changes have been made to Legislative Rule 33CSR10:

- §33-10-9.3. **Deadline** to receive and log in an application is on or before **5:00 p.m.** on the **FIRST** business day in **July**.
- §33-10-10.2. Applications found incomplete or incorrect may be allowed to be remedied within the cure period, which is 5:00 p.m. on the last business day in July. (It is not the responsibility of the Recycling Section staff to ensure that applications are submitted properly, but the sole responsibility of the applicant.)
- §33-10-7.1. Maximum amount of request has been increased.
- §33-10-5.1.1. Personnel has been increased to \$25,000.
- §33-10-5.1.3. Maximum of \$1,000 for office supplies.
- §33-10-5.1.10. Maximum of \$1,200 for telephone costs. Rent or lease of building or office space is now allowable. (See stipulations.)
- §33-10-5.1.11. Facility construction, improvements and repairs are now allowable. (See stipulations.)
- §33-10-5.2.7. Natural screening to neighboring properties is now allowable.
- §33-10-2.14. Yard waste composting is now allowable.
- Cooperative applications have been discontinued.

Other significant changes have been made to the grant rule that may not be listed above. It is your responsibility to read and understand this rule and the department's submission requirements.

Submit your 2012 application to:

**West Virginia Department of Environmental Protection  
REAP  
601 57<sup>th</sup> Street S.E.  
Charleston, WV 25304**

If you have any questions, call:

**REAP / Recycling Program  
1-(800)-322-5530 or (304) 926-0499 Ext. 1002, Ext. 1004 or Ext. 1269**

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**THIS LEGISLATIVE RULE IS THE FINAL AUTHORITY REGARDING THE  
RECYCLING ASSISTANCE GRANT PROGRAM.**

## **TITLE 33**

### **LEGISLATIVE RULE**

#### **DEPARTMENT OF ENVIRONMENTAL PROTECTION**

##### **SERIES 10**

#### **RECYCLING ASSISTANCE GRANT PROGRAM**

##### **§33-10-1. General.**

1.1. Scope and Purpose. - This rule sets out guidelines and procedures for providing assistance grants to local governments and other interested parties for the purpose of planning, initiating, expanding, or upgrading recycling programs, provide related public education programs, and assist in recycling market procurement efforts.

1.2. Authority. -- West Virginia Code §22-15A-19(h)(1).

1.3. Filing date. -- April 8, 2008

1.4. Effective Date. -- April 15, 2008

##### **§33-10-2. Definitions.**

2.1. “Applicant” means the local government or other interested party applying for a grant pursuant to this rule.

2.2. “Bulky goods” means bulky appliances such as stoves, hot water heaters, sinks, washers, dryers, refrigerators, and dishwashers.

2.3. “Cure period” means the period between the submission deadline and 5:00 p.m. on the last business day in July.

2.4. “Department” means the West Virginia Department of Environmental Protection.

2.5. “Financially benefitted” means to have received a benefit from a grant, whether by cash, purchases, use of assets, or payment of obligations, that if not received would have caused the beneficiary to avoid the purchase/service of that benefit or to incur and pay the costs or obligation from other financial resources.

2.6. “Grant period” means the period from January 1 to the last day in February of the following year. The total grant period consists of these fourteen months.

2.7. “Grant Recipient” or “Grantee” means an entity to whom a grant has been awarded.

2.8. “Incomplete proposal” means a proposal that does not meet Department submission requirements.

2.9. “Instrumentality” means an agency authorized by state law.

2.10. “Local government” means any unit of local government within the state, including a county, county board of education, municipality, and any other authority, board, commission, district, office, public authority, public corporation, or other instrumentality of a county, county board of education, or municipality or any combination of two or more local governments.

2.11. “Municipality” means an incorporated community.

2.12. “Other interested party” means private business and enterprise and nonprofit organizations, public and private schools, colleges and universities, and state agencies and municipalities.

2.13. “Proposal” means an application, on the proper forms, requesting a grant through the West Virginia Recycling Assistance Grant Program.

2.14. “Recyclable materials” means, for the purpose of this rule, any source separated material collected from the solid waste stream for the intended purpose of reprocessing or having that material reprocessed into a useable, marketable end product. This includes, but is not limited to, steel and bimetal cans, aluminum, glass, paper, plastic, tires, bulky goods and yard waste. Provided, That sewage sludge processing facilities are not considered recycling facilities and sewage sludge compost is not considered a recyclable material within the meaning of W.Va. Code Chapter 22, Article 15.

2.15. “Recycle” means the process by which recovered products are transformed into new products and includes the collection, separation, recovery, processing and marketing, or reuse, of the recyclable materials.

2.16. “Recycling market procurement” means developing markets for the materials generated by recycling programs.

2.17. “Recycling program” means any program, project, endeavor, or facility created for the purpose of recycling or promoting recycling.

2.18. “Secretary” means the Cabinet Secretary of the West Virginia Department of Environmental Protection.

2.19. “Sewage” means water-carried human or animal wastes from residences, buildings, industrial establishments, or other places together with such groundwater infiltration and surface waters as may be present.

2.20. “Sewage sludge” means any solid, semi-solid or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge includes, but is not limited to, domestic septic, scum or solids removed in primary, secondary or advanced wastewater treatment processes and a material derived from sewage sludge.

2.21. “Source separated” means materials separated from general solid waste at the point of origin for the purpose of reuse and recycling but does not include sewage sludge.

2.22. “Submission deadline” means the latest date and time that proposals must be received by the department to be considered for funding, which is 5:00 p.m. on the first business day in July.

2.23. “Yard waste” means grass clippings, weeds, leaves, brush, garden waste, shrub or tree prunings and other living or dead plant tissue, except that, such materials which, due to inadvertent contamination or mixture with other substances which render the waste unsuitable for composting, shall not be considered to be yard waste. Provided, that the same or similar

waste generated by commercial agricultural enterprises is excluded.

2.24. “Yard waste composting” means the controlled decomposition of yard waste to produce a stable and beneficial humus-like material.

### **§33-10-3. Grants Available From Recycling Assistance Grant Program.**

3.1. The recycling assistance grant program provides grants to assist local governments and other interested parties in:

- 3.1.1. initiating, expanding, or upgrading recycling programs;
- 3.1.2. public education programs which promote recycling; and
- 3.1.3. recycling market procurement efforts.

3.2. The Recycling Assistance Fund Grant Review Committee shall evaluate the Recycling Assistance grant proposals that have met all department submission requirements and eligibility requirements established by this rule and are in compliance with one or more criteria of section 3.1 of this rule on a competitive basis considering each proposal’s objectives towards maximizing the following factors:

- 3.2.1. conservation of limited natural resources;
- 3.2.2. public education regarding litter control;
- 3.2.3. recycling of valuable materials;
- 3.2.4. extending the useful life of solid waste landfills; and
- 3.2.5. reducing the need for new landfills.

3.3. The following types of grants are available:

3.3.1. Local Government Recycling Feasibility Study and Planning Grant - This grant is for researching the feasibility of community, county, and regional recycling programs including market development and requires submittal of a detailed comprehensive plan. A local government may use a professional service to assist in planning and/or implementing a

comprehensive recycling program.

3.3.2. Recycling Program Assistance Grant - This grant is for initiating, expanding, or upgrading recycling programs, and emphasizes the integration of source reduction and recycling.

#### **§33-10-4. Grant Program Eligibility and Priority.**

4.1. All West Virginia entities, as defined under 2.10 and 2.12 of this rule, are eligible to apply for recycling program assistance grants as provided for in subdivision 3.3.2. of this rule, through notification of the county or regional solid waste authority in which the applicant is located. Only local governments are eligible to apply for grants as provided for in subdivision 3.3.1 of this rule, through notification of the county or regional solid waste authority in which the applicant is located. The recycling assistance fund grant review committee shall give priority to those municipalities, counties, state instrumentalities, private schools, proprietorships, partnerships, corporations, and cooperatives, required to recycle as a result of a county referendum or pursuant to the provisions of West Virginia Code §22-15A-18 and §22-15A-20. If a county has adopted a recycling ordinance by referendum vote, the ordinance shall be consistent with the provisions of West Virginia Code §22-15A-18(c) for the applicant to receive priority for a grant.

4.2. Persons responsible for collecting, hauling or disposing of solid waste who do not participate in the collection and payment of the solid waste assessment fee imposed by West Virginia Code §22-15A-19 in addition to all other fees and taxes levied by law for solid waste generated in this state which is destined for disposal, are not eligible to receive grants.

4.3 An applicant that has a current grant from the Recycling Assistance Grant Program is not eligible for the next cycle of grants.

4.4. A request for a waiver to receive consecutive funding may be submitted to the



Secretary for the following reasons:

4.4.1. Significant damages, through no fault of the applicant, caused by fire, flood, or other act of nature;

4.4.2. New legislative requirements or restrictions that materially affect program operations.

4.5. A grant recipient who files a delinquent final report shall be ineligible to receive grants for a period of two years following the year in which the delinquent final report was received. A grant recipient who has a final report outstanding and due to the department shall not be eligible to receive a grant.

4.6. Applicants shall be in compliance with all federal, state and local laws, codes, ordinances, rules and regulations to be eligible for a grant.

#### **§33-10-5. Use of a Grant.**

5.1. A recycling assistance grant shall be used for:

5.1.1. Personnel - The salary costs of a recycling manager or coordinator, or recycling program laborers. No more than a total of \$25,000 may be used from grant funds for the combined wages and/or benefits of a recycling manager, coordinator, and/or laborers;

5.1.2. Conference Attendance - Educational recycling conference expenses limited to: airfare or mileage, meals, lodging, parking and registration fees. No more than a total of \$1,500 may be used from grant funds for travel;

5.1.3. Office Supplies - General office supplies used in the ordinary course of business. No more than \$1,000 may be used from grant funds for office supplies, such as paper, stamps, notebooks, and filing supplies.

5.1.4. Operational Supplies - Operational supplies used in the collection, transportation and processing of recyclable material, such as collection bags, household bins,

gaylord boxes, baling wire and gloves.

5.1.5. Equipment - Collection equipment, processing equipment, material handling or storage equipment, scales, and safety equipment used in recycling activities.

5.1.6. Recycling Vehicle Expense - The maintenance, fuel, and insurance for a truck or van used in approved recycling activities. Collecting and transporting materials to market using the program's vehicle and labor is an approved recycling activity;

5.1.7. Printing - Costs associated with printing educational materials on recycling such as pamphlets, posters, flyers, etc;

5.1.8. Advertising - Costs associated with the production and/or placement of recycling advertising in newspaper, radio, business cards, and other advertising related to development and implementation of a recycling program;

5.1.9. Promotional Items - Costs associated with promotional items such as awards, decals, patches, buttons, magnets, and costs associated with the rental of a fair booth and/or exhibit space for creating public awareness;

5.1.10. Utilities - Costs associated with the utilities required to operate a recycling processing center, such as electric, gas, telephone and water. No more than a total of \$1,200 may be used for telephone costs. Rent or lease charges related to a recycling program for a building, or office space are allowable expenditures. However, to obtain grant funds for rent or lease charges, the applicant shall provide the department with a copy of the written rental or lease agreement which shall exceed twenty years and meet the following criteria:

- a. the rental or lease agreement shall not contain any cancellation or termination clause,
- b. the rental or lease agreement shall not be transferrable, and
- c. the rental or lease agreement shall not allow for subleasing;

5.1.11 Recycling Facility Construction, Improvement and Repairs - A grant may

be used for, but not limited to, new construction or repairs or minor improvements to an existing recycling facility, such as loading docks, sheds, structures, abutment walls, fences, roof repair, gravel or paving, if the land is owned or leased by the grantee. However, to obtain grant funds for construction, improvements and repairs for rental or leased property, the applicant shall provide the department a copy of the written rental or lease agreement which shall exceed twenty years and meet the criteria stated in subdivision 5.1.10 of this rule;

5.1.12. Professional Services - To assist in planning and implementation of recycling projects including feasibility studies;

5.1.12.A. A grant may be utilized by local and state governments or state instrumentalities for recycling projects in which a private “for profit” business or a not-for-profit organization is contracted to provide a service, or services, only as long as the bid for the services is in accordance with the appropriate local or state competitive bidding process.

5.2. A recycling assistance grant may not be used for:

5.2.1. The purchase or long term lease of dumpsters or other containers, or their servicing, when they are not part of an approved recycling activity;

5.2.2. Land acquisitions;

5.2.3. The cost for office equipment including such items as desks, chairs, telephones, typewriters, filing cabinets, and photocopying equipment;

5.2.4. Street sweepers or their equivalents;

5.2.5. Entertainment costs (banquets, parties, etc.);

5.2.6. Alcoholic beverages, in-state lunches, and all gratuities;

5.2.7. Beautification projects (plantings, mowing, weeding, etc.) unless the purpose is to provide natural screening to neighboring properties;

5.2.8. Computer hardware/software, provided that, the Secretary may waive or

modify this constraint where appropriately justified by the applicant; or

5.2.9. Any type of lobbying expense.

5.3. A grant shall not be used to replace funding which is currently budgeted or being provided by the applicant.

5.4. A grant shall not be used to fund an entity, program, or facility that financially benefited from a Recycling Assistance grant the previous year. A waiver to apply for a consecutive grant may be approved as provided in section 4.4. of this rule. A request for a waiver shall be submitted to the Secretary in writing.

#### **§33-10-6. General Conditions Applicable to Proposals.**

6.1. The following general conditions apply to all proposals for funding under the recycling assistance grant program:

6.1.1. The proposed project shall be designed to affect a significant and measurable reduction in the municipal solid waste stream.

6.1.2. All proposals shall plan to involve all or a substantial percentage of the community's residents located in the project area and should include a plan to provide public education regarding the recycling program;

6.1.3. The grant proposal should demonstrate the relationship to, and support of, the hierarchy established under West Virginia Code §22C-4, i.e., source reduction, recycling, reuse and resource recovery, and landfilling.

#### **§33-10-7. Schedule of Funding Levels.**

7.1. An applicant may receive one grant every other year from the Recycling Assistance Grant Program. The schedule of funding levels per applicant by type of grant is as follows:

Type of Grant	Maximum Grant
Recycling Feasibility Study and Planning Grant	
Local Government	\$ 20,000
Recycling Program Assistance Grant	
Municipality over 10,000 population.	\$150,000
Municipality under 10,000.	\$ 75,000
County or Regional Solid Waste Authority.	\$150,000
County Commission	\$150,000
State agency/state instrumentality or school.	\$ 75,000
Other Interested Party.	\$ 75,000

7.2 An entity, program, organization or facility shall not receive more than \$250,000 during a grant year, regardless of the number of proposals submitted for that entity, program, organization or facility.

### **§33-10-8. Proposal Content.**

8.1. The proposal for a recycling program assistance grant shall contain the following:

8.1.1. An outline of the materials to be source separated and recycled. The list of recyclable material may be adjusted according to whether the generator is residential, commercial or another type of establishment;

8.1.2. A public information program to ensure receipt of good clean quality materials;

8.1.3. A description of a collection system;

8.1.4. A projection of the cost effectiveness and self-sufficiency of the proposed project;

8.1.5. Documentation of the type of in-kind services to be provided by the

grantee;

8.1.6. Documentation of any other type of county, state and federal grant assistance, loans, or other financial support received within the 36 month period prior to the grant submission deadline date, including the dollar amount, type of project, purpose of funding, etc., for recycling and/or solid waste management; and

8.1.7. Economic development aspects of the project, i.e.: job creation.

8.1.8. An analysis and projection of materials that are expected to be diverted from the solid waste stream currently being landfilled and the cost and/or savings that are expected to directly result from the proposed project;

8.1.9. A description of the proposed project;

8.1.10. An estimated budget with justification;

8.1.11. Attested financial documents or complete federal tax returns for two years prior to the year in which the proposal is submitted. Local governments that have not had an audit or review in the year or fiscal year prior to the year in which the proposal is submitted shall be allowed to submit the most current two years of attested financial documents, provided that the most recent of those documents are no older than 24 months prior to the submission deadline date. Businesses or other entities that have been in existence less than two years shall submit a detailed business plan to be approved by the department;

8.1.12. A letter of receipt of proposal from the county or regional solid waste authority in which the proposed project shall be located, as required by section 9.2. of this rule;

8.1.13. A time line graph representing the objectives to be completed and the approximate dates of completion;

8.1.14. A checklist in which the applicant indicates eligibility and completion of the proposal;

8.1.15. A narrative profile demonstrating the applicant's past and current

performance in recycling and operational methods;

8.1.16. All equipment specifications, provided by the seller and includes the seller's name and the price of the equipment; and

8.1.17. Identify markets able to handle the projected volumes of material to be collected.

8.1.18. The Drug Free Workplace Act of 1988, Title V-D Public Law 100-690, Federal Register, Volume 54, No. 19, and West Virginia Code §60A-2-201 requires that all state governments, federal contractors, and federal and state grant recipients maintain a drug-free workplace. The Act is implemented through additions to the Debarment and Suspension regulations published in the Federal Register on January 31, 1989. The certification form shall be completed and accompany the grant proposal.

8.1.19. Applicants requesting funding for a recycling coordinator/manager must include, as part of the grant proposal, a list of objectives to be achieved during the grant period and the methods of achieving those objectives.

### **§33-10-9 Submission Requirements.**

9.1. All applicants shall make a proposal to the department on prescribed forms as published by the department. All proposals shall meet submission requirements established by the department to be eligible for funding.

9.2. All applicants shall submit a copy of their proposal to the county or regional solid waste authority in which the proposed project is located.

9.3. The original and one copy of the proposal shall be received and logged in by the department on or before 5:00 p.m. of the first business day in July. Proposals shall be delivered or mailed to: West Virginia Department of Environmental Protection, REAP, 601 57<sup>th</sup> Street, SE, Charleston, WV 25304.

9.4. Proposals received by the department after the submission deadline shall not be considered for funding.

#### **§33-10-10 Departmental Reviews of Proposals.**

10.1. The department reserves the right to reject any and all proposals that do not meet eligibility and submission requirements established by the department and this rule at the department's discretion.

10.2. The department shall review all proposals received on or before the submission deadline to ensure that all required forms, documents, and attachments have been completed and included in the proposal. The department may take action to verify that the information in the proposals is correct at the department's discretion. If a proposal is found to be incomplete or incorrect, the department may, at its discretion, contact the applicant who shall be allowed to remedy the error within the cure period, which is 5:00 p.m. on the last business day in July. Incomplete or inaccurate proposals that have not been corrected by the applicant and received by the department on or before the end of the cure period shall not be considered for funding.

10.3 The department shall present all proposals meeting eligibility and submission requirements to the recycling assistance grant review committee for consideration.

#### **§33-10-11. Recycling Assistance Fund Grant Review Committee.**

11.1. The recycling assistance grant review committee, shall be composed of the following: a representative of the municipal league, a representative of business or industry, and a representative from the solid waste industry, a member or representative of the Solid Waste Management Board, each to be appointed by the Secretary; the Director of the West Virginia Development Office; and the Secretary of the Department of Environmental Protection or any other person to whom the agency Secretary has delegated his or her authority or duties. For the



purpose of conducting business, four (4) members of the recycling assistance grant review committee are required for a quorum. The Secretary or his or her designee may only vote to break tie votes of the committee. The committee shall consider each proposal and make a determination as to funding. The committee shall submit proposals recommended for funding to the Secretary of the Department of Environmental Protection for final approval and awarding.

11.2. Applicants shall be notified in writing, by the department, of approval or denial of a grant within a reasonable time after proposal award recommendations of the committee have been approved by the Secretary.

### **§33-10-12. Requirements of Grant Recipients.**

12.1. All recycling assistance grants are for a fourteen month period beginning the first of January and ending the last day in February of the following year.

12.2. Unless a grant recipient specifically requests and can demonstrate a need for a larger portion of the awarded grant to initiate the project, the department shall disburse all grants on the following schedule: 30% at the time of grant award with subsequent payments of 30% to be made upon receipt of a quarterly report. The final payment shall be 10% and shall be withheld until receipt of the third quarterly report.

12.3. The grant recipient shall retain and make available upon request by the Department of Environmental Protection for a period of five years after the grant period, all financial records, supporting documents, statistical records, and all other records as they relate to the proposal, acceptance and use of the grant. The provisions of West Virginia Code §12-4-14 apply to all recycling assistance grants. The grant recipient shall provide the department with a copy of the grant recipient's independent audit report or sworn statement of expenditures, whichever may apply, that cover the entire grant period.

12.4. The grant recipient shall return any unexpended grant funds remaining as of

March 1 of the following year to the West Virginia Department of Environmental Protection. If the grant recipient expends any grant funds on or after March 1 this shall be considered an unauthorized expenditure.

12.5. If, through any cause, the grant recipient fails to fulfill in a timely and proper manner its obligation as proposed in the grant proposal, and as accepted and approved by the department, the department shall terminate payment of the remaining grant funds. The grant recipient shall return any amount of the grant used for unauthorized expenditures. Authorized expenditures are those outlined in the original budget that was approved by the grant review committee.

12.6. The grant recipient shall comply with all federal, state and local laws, codes, ordinances, rules and regulations. The department may withdraw all funds from grant recipients who fail to comply with grant guidelines.

12.7. The grant recipient shall deposit the grant immediately upon receipt in a separate checking account. The department may waive this requirement for grant recipients who anticipate having a minimal number of expenditures from the grant during the entire grant period and can demonstrate a high level of accountability through proper internal controls.

12.8. The department shall consider requests for a change in budget only if the change does not materially alter the original grant proposal approved by the grant review committee and the adjustment is a result of conservative spending allowing any excess to be rebudgeted. All requests shall be made in writing on or before December 31 of the grant period.

12.9. The grant recipient shall solicit sealed bids for all purchases which have an estimated value of five thousand dollars (\$5,000) or more. Any attempts to segregate the project into sections having an estimated value of less than \$5,000 may be cause for termination of the grant;

12.9.1. The bids shall be obtained by public notice as a Class II legal

advertisement in compliance with the provision of W. Va. Code, §59-3-2. This notice shall be published by the grant recipient in the newspaper with the largest circulation serving the general area twice within fourteen days preceding the final date of submitting bids. The grant recipient shall submit all bid documentation and other evidence of compliance with these procedures for review and approval to the Department of Environmental Protection prior to accepting a bid.

12.10. All grant recipients shall submit the title to equipment purchased with a grant to the West Virginia Department of Environmental Protection listing the West Virginia Department of Environmental Protection as first lienholder for the lien term. The lien shall apply to equipment purchased with the grant, in whole or part. The title shall be submitted to the department at the address shown in subsection 9.3 of this rule. The grant recipient shall assume the risk of loss and maintain adequate insurance on the equipment;

12.10.1. The department shall determine the lien period for each individual piece of equipment purchased with grant funds using the class-life depreciation schedules published by the Internal Revenue Service. If a piece of equipment is in question as to which class the equipment is to be placed in, the department shall make that determination; and

12.10.2. Public and private sector grants involving equipment shall have subsequent on-site inspections for the term specified.

12.11. Grant recipients shall submit a final report for approval on or before March 31 following the end of the grant period. The report shall include the following:

12.11.1. An evaluation of successes and failures encountered in implementing the original proposal's work tasks;

12.11.2. An evaluation of the operating costs and community support for the project;

12.11.3. An analysis of the economic development achievements, such as job creation;

12.11.4. An analysis of the project including: total volume (tons) of waste diverted from the solid waste stream, the estimated cost per ton to recycle that volume, the estimated revenue per ton of recycled material, and the estimated savings from recycling in lieu of land filling; and

12.11.5. A complete accounting of the grant expended for the entire year.

12.12. A progress status report and expenditure statement shall be submitted by all grant recipients to the department every quarter containing a brief narrative of accomplishments (including individual volumes of material recycled), projections for the next report period and detailed grant expenditures for the past three months.

12.12.1. The grant recipient shall attach evidence of all grant expenditures to the quarterly reports, including but not limited to; copies of invoices, checks, titles, bids, and bank statements.

12.12.2. The department shall return an incomplete quarterly report to the grant recipient for completion. The department shall withhold any remaining grant payments until it receives a complete report as required in section 12.2. of this rule.

12.13. The department shall periodically conduct site visits with grant recipients. These visits shall be conducted to provide assistance, to review progress, to discuss any problems encountered in project implementation, or to review financial compliancy and clarify discrepancies found in reports the grant recipient has submitted to the department.

### **§33-10-13. Equal Employment Opportunity.**

13.1. To implement the recycling assistance grant, grantee shall agree:

13.1.1. That it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, or national origin; and

13.1.2. That all solicitations or advertisements for employees placed by or on behalf of grantee shall state that all qualified applicants shall receive consideration for employment without regard to race, color, age, religion, sex, or national origin.

# Supplemental Information

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## Instructions and Information

**NOTE: APPLICATIONS ARE AWARDED BASED ON INFORMATION PROVIDED. PLEASE BE VERY THOROUGH IN COMPLETING ALL SECTIONS. WORKER'S COMPENSATION PAYMENTS AND UNEMPLOYMENT COMPENSATION PAYMENTS MUST BE CURRENT.**

### PURPOSE OF THE GRANT PROGRAM

There is no intent for the Recycling Grant Program to fund operating expenses on a year-by-year basis. To comply with this purpose, grants are provided to:

- Start a recycling program in the absence of a comparable one.
- Expand a current recycling program.
- Defray expenses for damage or losses incurred from unavoidable events.
- Implement educational programs and related expenses.
- Market development efforts and related expenses.

### SUBMITTING YOUR GRANT APPLICATION

It is the sole responsibility of the applicant to review the legislative rule, grant information and format and ensure that all information is complete and included.

**The application submission deadline is 5 p.m. the first business day in July.** An original and one copy may be mailed or hand delivered and must be received by that time at the office of the Department of Environmental Protection's REAP-Recycling Section, located at 601 57<sup>th</sup> St. SE, Charleston, WV 25304.

The Recycling Staff will review applications for completeness. §33-10-10.2. Applications found incomplete or incorrect may be allowed to be remedied within the cure period, which is 5:00 p.m. on the last business day in July. *It is not the responsibility of the Recycling Section staff to insure that applications are submitted properly but the sole responsibility of the applicant.*

**Incomplete applications** may lack any of the following:

- Missing forms.
- Incomplete forms.
- Missing financial statements/federal tax returns.
- Inappropriate or incomplete financial statements/federal tax returns.
- Missing equipment specs.
- Inappropriate equipment specs. (Only specs provided by a vendor who deals with/sells the equipment will be acceptable.)

### NEW REQUIREMENTS

It is now a requirement that applicants involved in a recycling activity must be registered with the WV DEP Solid Waste Permitting Unit. There is no fee for this registration. Please contact: Ken Holliday at (304) 926-0499 ext. 1615 or Sudhir Patel at ext. 1295.

It is now a requirement that applicants involved in a recycling activity must contact the WVDEP Division of Water and Waste Management, Storm Water Section to determine if a Storm Water Permit is needed. Please contact: Patrick Burch at (304) 926-0499 ext. 1067 or Michelle Finney at (304) 926-0499 ext. 1047.

### REQUESTING A WAIVER

Waivers for consecutive funding may only be submitted to the Secretary of the Department of Environmental Protection for the following conditions:

- Emergencies, such as an act of nature not covered by insurance that should be in force.
- New legislative requirements or restrictions.

## **THINGS TO REMEMBER**

- Applications must be submitted in the standardized format.
- Applications may be downloaded and completed on the website.
- Make sure all pages requiring signatures have been completed.
- In order to differentiate the original from the copy, original signatures must be made in any color other than black ink.
- Handwritten applications, e-mailed applications or faxed copies will not be accepted.
- Financials must be submitted for each applicant.
- Equipment specs must include a valid quote from a vendor.
- Clearly define your requested budget.

Guidelines, laws, rules, definitions, etc., will be those promulgated by the West Virginia Department of Environmental Protection. If an entity desires to apply for a grant from the Recycling Assistance Grant Program, it must be able to comply with these guidelines. Therefore, if an applicant conducts its business in a manner that conflicts with the rules set forth by the West Virginia Recycling Assistance Grant Program guidelines, it will be ineligible to receive funds from the program. To be eligible to receive grants, the applicant's business must comply with the rules of the Recycling Grant Program.

## **REASONS FOR REJECTION AT THE DEP LEVEL THROUGH STAFF REVIEW**

- Use of outdated or unofficial forms.
- Failure to provide all necessary signatures.
- Failure to sign in a color other than black ink on the original application.
- Submission of a handwritten application.
- Failure to answer all questions in the executive summary.
- Failure to provide ALL grant forms, regardless of whether they apply to the question.
- Failure to apply as a cooperative applicant when necessary.
- Failure to apply as an individual, instead of as a cooperative, when deemed necessary.
- Delinquent Worker's Compensation/Unemployment Compensation. Must be current at the time of submission AND at the time of committee review.
- Failure to obtain proper permits required to operate the program.
- Failure to provide equipment specs, if necessary, from a vendor, including a quote.
- Failure to obtain a signature from a county solid waste authority member on the letter of receipt.
- Upon DEP contact with the county solid waste authority, it is discovered that an application was not provided to them.
- Late applications.
- Failure to submit an original PLUS one copy of the application.
- Failure to submit financial statements/federal tax returns for all entities involved.
- The project in the application is not considered a recycling activity.
- Failure to obtain a waiver from the Secretary of the Department of Environmental Protection, if necessary.
- The budget form is vague and does not clearly outline what is being requested.
- Submission of a faxed or e-mailed copy of the application.

## **DEPARTMENT OF ENVIRONMENTAL RESOURCES ASSISTANCE**

The REAP - Recycling Section staff of the Department of Environmental Protection is available for assistance at any time prior to the application deadline. The Recycling Section staff can be reached at (800) 322-5530 during regular business hours.

The Department of Environmental Protection shall only be responsible for informing any interested applicants in the following:

- Providing information and/or copies of the legislative rule.
- Providing a list of what is to be included in the application.
- Answering questions on what would disqualify an application.
- Providing submission information.



# Grant Application Forms

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# Grant Application Information and Format

**NOTE: APPLICATIONS ARE AWARDED BASED ON INFORMATION PROVIDED. PLEASE BE VERY THOROUGH IN COMPLETING ALL SECTIONS.**

The official forms may be downloaded from the DEP website or taken from the grant guideline booklet.

## APPLICATION COVER SHEET

### Page 1

- Includes contact information, type of applicant, amount requested and authorized signatures.
- **All signatures requested throughout the application must be made in a color other than black ink.** This provides better evidence of an original application.

## APPLICANT PROFILE

### Page 2

- Includes information regarding the qualifications/experience of those overseeing your project, amount of material previously collected, equipment owned, current personnel and area served.

## PRE-SUBMISSION CHECKLIST

### Page 3

- This page ensures that all information required has been included.
- Although this page is to be located behind the cover sheet, it is recommended that this page be completed last.

## PROJECT PROFILE

### Page 4

- Provides a description of the project and any projections regarding employment and amount of material expected to be diverted from the waste stream.

## GRANT BUDGET

### Page 5 Budget Listing

- Include a breakdown of items requested in your grant budget.
- Items are to be specific when possible. Example: Office supplies (paperclips, staples, photocopy paper, etc.), and utilities can be grouped. However, recycling equipment and collection supplies cannot.

### Page 6 – A thru D Budget Explanation

- Provide an explanation for each item entered into the budget (6A).
- Include its purpose, need, and how the cost was determined.
- **If requesting any equipment, you must include a detailed specification sheet for each item. This spec sheet must now include a quote price and be received from a vendor.**

## EXECUTIVE SUMMARY

### Page 7 (A) Summary Statement

- Outlines the proposed project. It should be no longer than two or three paragraphs.
- Prepare it after the proposal has been developed in order to encompass all the key summary points necessary to communicate the objectives of the project.

- Identify all objectives related to the goals to be reached and the methods employed to achieve the stated objectives.
- Consider quantities or measurables and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective.
- Figures should be verifiable.
- This page becomes the cornerstone of your proposal. In many cases, the summary will be the first part of your application seen by grant committee members.
- The influence of the project, both during and after the project period, should be explained.

**Page 8 (B) Collection System**

- Contains a description of the collection system used in the recycling project.
  - Is it curbside or drop off?
  - What areas are to be serviced and how often are collections to be made?
  - Where is the material taken for processing?
  - List the end markets for your materials.

**Page 8 (C) Educational Program**

- Describe your educational program and how it will be implemented to ensure receipt of good clean quality material.

**Page 9 (D) In-Kind Service / Matching Funds**

- Lists any in-kind services or matching funds you will be providing toward the project.

**Page 9 (E) Permits, Licenses or Waivers**

- List and provide copies of any and all necessary federal, state and local permits, approvals or waivers necessary to implement the project.

**Page 10 (F) State Grant Funding**

- Document any past grants you have received for this project or other projects in the past three years.
- This includes any grants received from the Department of Environmental Protection, the Solid Waste Management Board, or any other state agency from which you received a grant.
- Include an explanation as to how funds were used and if stipulated goals were met.

**Page 11 (G) Benefits from Other Grants**

- Provide a listing of any Recycling Assistance Grant Program funding that your entity/project may have benefited from in the past that was awarded to another entity.
- Request the entity you have received funding from, the amount and purpose.

**Page 11 (H) Other Outside Assistance**

- Provides a listing of any financial assistance that your entity/project may have received from a local government since July 1, 2008. This does not include any funding that your entity is entitled to under WV Code.
- Requests the entity you have received funding from, the year, the amount and purpose.

**Page 12 (I) Equipment Maintenance / Security**

- Provide an outline of your maintenance program for equipment purchased with grant funds.
- Must include information on insuring equipment purchased with grant funds.

**Page 12 (J) Program Continuation**

- Provide a summary of how you plan to continue your program after the grant period.
- Include an explanation of how you will finance your operation.  
Include any training skills and experience necessary to manage the project or business

**Page 13 (K) Evaluation**

- Brief summary, including the method or methods used to evaluate the success or completion of the project at the end of the grant term.
- May be more extensive for some individuals.
- Explain how you will know that your project goals have been met at the end of the term.

**TIMELINE GRAPH****Page 14**

- This timeline reflects the schedule of your project's progress.

**LETTER OF RECEIPT****Page 15**

- Must be signed by a member of your county solid waste authority only upon supplying them with a copy of your application to review.
- Each county solid waste authority must review those applications from within its county to ensure that the proposed project fits within the county solid waste plan.
- It is not up to the county solid waste authority to approve or deny, only ensure that it fits within previously selected guidelines.

**DRUG FREE WORKPLACE CERTIFICATION****Page 16**

- Must be read and signed.

**FINANCIAL DATA****Supplementary Information**

- Financial documents are a required part of your grant application.
- The following table lists the documents that are acceptable and indicate alternatives and the minimum requirements when submitting your application.
- You must provide the last **two years** of financial information.

## FINANCIAL DATA TABLE

<b>If you are a:</b>	<b>You may submit:</b>	<b>Which must include:</b>
<b>Corporation (C)</b>	Audited financial statements <i>For the two years preceding the grant submission.</i>	The auditor's report Income Statement Balance sheet Notes to the financial statements
	Federal tax returns <i>For the two years preceding the grant submission.</i>	Form 1120 - main cover sheet showing income and deductions - Schedule L (balance sheet) of Form 1120 - Any attached schedules showing other assets, liabilities, income, or deductions -Forms 4562, Depreciation <b>OR</b> Form 1120A - main cover sheet showing income and deductions - Part III (balance sheet) of Form 1120A - Any attached schedules showing other assets, liabilities, income, or deductions - Forms 4562, depreciation
<b>S Corporation</b>	Audited financial statements <i>For the two years preceding the grant submission.</i>	The auditor's report Income statement Balance sheet Notes to the financial statements
	Federal tax return <i>For the two years preceding the grant submission.</i>	Form 1120S - main cover sheet showing income and deductions - Schedule L (balance sheet) of Form 1120S - Any attached schedules showing other assets, liabilities, income, or deductions. - Forms 4562, depreciation
<b>Partnership</b>	Audited financial statements <i>For the two years preceding the grant submission.</i>	The auditor's report Income statement Balance sheet Notes to the financial statements
	Federal tax return <i>For the two years preceding the grant submission.</i>	Form 1065 - main cover sheet showing income and deductions - Schedule L (balance sheet) of Form 1065 - Any attached schedules showing other assets, liabilities, income, or deductions. - Forms 4562, depreciation

<b>If you are a:</b>	<b>You may submit:</b>	<b>Which must include:</b>
<b>Sole Proprietor</b>	Audited financial statements <i>For the two years preceding the grant submission.</i>	The auditor's report Income statement Balance sheet Notes to the financial statements
	Federal tax return <i>For the two years preceding the grant submission.</i>  Balance sheet - not required to be audited	Form 1040 - Page 1 and 2 of the 1040 Form - Schedule C (or Schedule C-EZ, if used instead) - Any attached schedules showing other income or expenses. - Forms 4562, Depreciation - <b>Balance sheet</b> (complete a balance sheet for your business as part of your financial document submission) <b>THE BALANCE SHEET IS A REQUIRED PART OF YOUR GRANT APPLICATION.</b>
<b>Non-Profit Organization</b>	Audited financial statements <i>For the two years preceding the grant submission.</i>	The auditor's report Income statement Balance sheet Notes to the financial statements
	Federal tax return <i>For the two years preceding the grant submission.</i>	Form 990 - main cover sheet showing revenue and expenses - Part IV (balance sheet) of Form 990 - Any attached schedules showing other assets, liabilities, income, or deductions. - Forms 4562, depreciation
<b>Non-Profit Organization</b>	Federal tax return <i>For the two years preceding the grant submission.</i>	Form 990EZ - main cover sheet showing revenues, expenses, net assets and Part II (Balance sheets).
<b>County Commissions, Solid Waste Authorities, Municipalities, or Other Government Entities</b>	Audited or reviewed financial statements <i>Submit audit or review for fiscal years 2009 and 2008. If 2010 audit/review has been completed, submit the FY2010 and FY2009 financial statements.</i>	The auditor's report Statement of net assets (or equivalent) Combined statement of revenues, expenditures, and changes in fund balance – governmental type funds Combined statement of revenues, expenditures, and changes in retained earnings – Proprietary funds (if applicable). Notes to financial statements

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
REAP RECYCLING ASSISTANCE GRANT PROGRAM**

**GRANT APPLICATION COVER SHEET**

**FOR YEAR 2012**

M

HD

\_\_\_\_\_  
Name of Applicant and Organization

\_\_\_\_\_  
Federal Identification No. (FEIN)

\_\_\_\_\_  
Street or Box Number (Mailing Address)

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Contact Person for This Application

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Daytime Phone

**TYPE OF APPLICANT**

(Check One)

Municipality with a population greater than 10,000	<input type="checkbox"/>
Municipality with a population less than 10,000	<input type="checkbox"/>
County Solid Waste Authority	<input type="checkbox"/>
County Commission	<input type="checkbox"/>
School, College, or Board of Education	<input type="checkbox"/>
State agency	<input type="checkbox"/>
Nonprofit Organization	<input type="checkbox"/>
Private Enterprise	<input type="checkbox"/>

\$

\_\_\_\_\_  
Total Cost of Project

\$

\_\_\_\_\_  
Amount Requested From DEP

**I (We) hereby certify that the information provided in this application is true and correct. I (We) understand that falsification of any information in this document, whether by fraud or omission, will result in failure to receive grant funds from the West Virginia Department of Environmental Protection's Recycling Assistance Grant Program.**

\_\_\_\_\_  
Signature of Chairperson / Mayor / CEO      Date  
(Original Signature Must Be In Color Other Than Black Ink)

\_\_\_\_\_  
Signature of Project Manager      Date  
(Original Signature Must Be In Color Other Than Black Ink)

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Name and address for preparer of application if different from Project Manager

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
REAP RECYCLING ASSISTANCE PROGRAM**

**APPLICANT PROFILE**

1. Applicant name: \_\_\_\_\_

1a. Physical address of operation/project \_\_\_\_\_

2. Is your operation currently responsible for collecting or processing recyclables? Yes ☐ No ☐ If no, skip to question 6.

3. List the type and amount of material your operation has received in the last two years and **during the first quarter of 2011**. Please provide information in **TONS**.

Material	2011	2010	2009
-----			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. If requested, could you provide written evidence, such as weight tickets, for the totals listed in question 3? Yes ☐ No ☐

5. Number of **full time** employees **currently** employed by your **recycling** operation: \_\_\_\_\_ **part time** employees: \_\_\_\_\_

6. What areas/counties of West Virginia does your operation currently serve?

\_\_\_\_\_  
\_\_\_\_\_

7. Have you ever operated a recycling operation under another business name in West Virginia? Yes ☐ No ☐

If yes, provide the name and FEIN: \_\_\_\_\_

8. List all equipment currently used in your operation, whether owned, leased or rented. Be specific as to type, brand and model. Make attachment if necessary.



### PRE-SUBMISSION CHECKLIST

Before submitting an application for financial assistance, you **MUST** complete this form and attach it as part of your application. An explanation is required below for any question for which you answer NO.

- |  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| 1. Have all documents requiring a signature been signed in colored ink? (not black)  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 2. Was the original application plus one copy submitted to DEP?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 3. Is the proposed project located in West Virginia?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 4. Is your budget complete and mathematically correct?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 5. Is the amount of assistance requested within the allowable limit for the line item?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 6. Have you provided an adequate explanation of each line item on page 6A-6D?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 7. Have all sections of the Executive Summary been completed?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 8. Are copies of permits, licenses, registrations and/or permits attached to this application?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 9. Is the timeline graph complete?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 10. Are the most current two years of federal tax returns or audited financial statements provided?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 11. Is the letter of receipt from the SWA of the county/counties in which this project will be located <b>signed</b> by a member or employee of the SWA(s) and attached to this application? | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 12. Has a Drug Free Workplace Certification form been signed and attached?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 13. Have you provided specification sheets with quoted prices for any equipment listed in your budget?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |

<b>Question #</b>	<b>Explanation for marking NO</b>
-------------------	-----------------------------------


Worker's Compensation Payments and Unemployment Compensation Payments must be current.

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
WV RECYCLING ASSISTANCE GRANT PROGRAM**

**PROJECT PROFILE**

All questions must be answered. If the question or item does not apply to you or your project, please explain why.

1. Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List qualifications and experience of the person(s) overseeing the intended project / program.  
\_\_\_\_\_  
\_\_\_\_\_

3. This project is (check one):

<input type="checkbox"/>	An expansion of a current project.
<input type="checkbox"/>	A completely new activity for an existing business or operation.
<input type="checkbox"/>	A completely new activity for a new business or operation.
<input type="checkbox"/>	Other:

4. This project is expected to divert \_\_\_\_\_ tons (specify if other units) from the waste stream **in addition to any amounts listed under item 3 on the Applicant Profile.**

5. List the type of material and amount to be diverted from the waste stream:  
\_\_\_\_\_  
\_\_\_\_\_

6. This project will (indicate in the boxes available how many positions will be either created or maintained):

#	Expected Term of Position (in months)	
<input type="checkbox"/>	Create new full time employees	
<input type="checkbox"/>	Create new part time employees	
<input type="checkbox"/>	Maintain existing full time employees	
<input type="checkbox"/>	Maintain existing part time employees	

7. Site location: Provide location of project site and status of property (i.e., owned, leased or under consideration):  
\_\_\_\_\_  
\_\_\_\_\_

8. Description of area to be served (counties or specific areas):  
\_\_\_\_\_  
\_\_\_\_\_

9. If you are a waste hauler or responsible for contracting removal of solid waste in your area please list the landfill(s) used:  
\_\_\_\_\_  
\_\_\_\_\_

## GRANT BUDGET

**EXAMPLE** (Item #1 – Recycling Coordinator is top priority.)

Priority Item No.	Description	Amount Requested	Personnel	Educational Travel	Supplies	Equipment	Vehicle Expenses	Other
1	<i>Recycling Coordinator Salary</i>	<i>10,000.00</i>	<i>10,000.00</i>					
2	<i>Laborer Wages</i>	<i>5,000.00</i>	<i>5,000.00</i>					
3	<i>Employer Taxes</i>	<i>1,147.50</i>	<i>1,147.50</i>					
4	<i>Workers Compensation</i>	<i>525.00</i>	<i>525.00</i>					
5	<i>Coordinator Travel to Annual Recycling Conference</i>	<i>750.00</i>		<i>750.00</i>				
6	<i>Baling Wire</i>	<i>500.00</i>			<i>500.00</i>			
7	<i>Recycling Bags</i>	<i>1,500.00</i>			<i>1,500.00</i>			
8	<i>Office Supplies</i>	<i>150.00</i>			<i>150.00</i>			
9	<i>Downstroke Baler</i>	<i>8,000.00</i>				<i>8,000.00</i>		
10	<i>Shipping Freight and Taxes on Baler</i>	<i>950.00</i>				<i>950.00</i>		
11	<i>Advertising for Bids on Baler</i>	<i>100.00</i>				<i>100.00</i>		
12	<i>Fuel for Recycling Truck</i>	<i>2,000.00</i>					<i>2,000.00</i>	
13	<i>Insurance for Recycling Truck</i>	<i>1,000.00</i>					<i>1,000.00</i>	
14	<i>Printing Costs for Flyers</i>	<i>400.00</i>						<i>400.00</i>
15	<i>Newspaper &amp; Radio Advertising – Recycling Ads</i>	<i>2,000.00</i>						<i>2,000.00</i>
16	<i>Promotional Items (buttons, pencils, t-shirts)</i>	<i>1,200.00</i>						<i>1,200.00</i>

**TOTAL REQUESTED GRANT BUDGET: \$ 35,222.50**

**GRANT BUDGET – PLEASE PRIORITIZE ITEMS STARTING WITH #1 BEING TOP PRIORITY FOR GRANT FUNDING.**

Applicant's Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Priority Item No.	Description	Amount Requested	Personnel	Travel/ Vehicle Exp	Supplies/ Ads/Promo/ Utilities	Equipment	Facility Construction/ Improvement	Other
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

**TOTAL REQUESTED GRANT BUDGET: \$** \_\_\_\_\_

**EXPLANATION OF BUDGET REQUEST:** Provide an explanation of each line item in your budget as to (1) its purpose, (2) why it is needed, and (3) how you determined the cost of that line item. **PLEASE PRIORITIZE ITEMS STARTING WITH #1 BEING TOP PRIORITY FOR GRANT FUNDING.**  
**If requesting equipment please provide specification sheets with quoted prices including contact information. All quotes should be from respected vendors.**

1. \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Explanation of need:

Price determined by:

2. \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Explanation of need:

Price determined by:

3. \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Explanation of need:

Price determined by:

4. \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Explanation of need:

Price determined by:

5. \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Explanation of need:

Price determined by:

**EXPLANATION OF BUDGET REQUEST (Continued)**

6. \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

7. \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

8. \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

9. \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

10. \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**EXPLANATION OF BUDGET REQUEST (Continued)**

**11.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**12.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**13.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**14.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**15.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**EXPLANATION OF BUDGET REQUEST (Additional Sheet If Needed)**

**16.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**17.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**18.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**19.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**

**20.** \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**Explanation of need:**

**Price determined by:**



## EXECUTIVE SUMMARY

Pages 7 - 11

All applicants are to address the following questions or provide an explanation of why the items are **not applicable** to the proposed project. Please use the space provided and make attachments, if required, following the page identification format.

**A. SUMMARY STATEMENT:** Describe the proposed project and its objectives. Explain why there is a need for this project, its current status, targeted clientele and the approximate geographical area of West Virginia that will benefit from the proposed project.

---

**B. COLLECTION SYSTEM:** Provide a description of the collection system used in the recycling project.  
(Is it curbside or drop off? What are the areas to be serviced? How often are collections made? Where is the material taken for processing? List the end markets for your material.)

---

**C. EDUCATIONAL PROGRAM:** Describe your education program and how it will be implemented to ensure receipt of good clean quality material.

---

**D. IN-KIND SERVICE / MATCHING FUNDS:** Describe any in-kind services or matching funds you will be providing toward this project.

---

**E. PERMITS, LICENSES OR WAIVERS:** List and **PROVIDE COPIES** of any and all necessary federal, state and local permits, approvals or waivers necessary to implement the project. Examples: WV State Business License, WVDEP Storm Water Permit, WVDEP Registration of Recycling Activity (see first page in booklet)

---

**F. STATE GRANT FUNDING:** Document all state grant funding you have received in the past three years. This will include any grants you may have received through the Department of Environmental Protection Recycling Assistance Fund and the Solid Waste Management Board or any other state agency from which you received grant funding. Provide an explanation as to how the funds were used.

---

**WV Department of Environmental Protection's Recycling Assistance Grant**

2011 Amount: \_\_\_\_\_

Purpose:

2010 Amount: \_\_\_\_\_

Purpose:

2009 Amount: \_\_\_\_\_

Purpose:

**WV Solid Waste Management Board**

FY2011 Amount: \_\_\_\_\_

Purpose:

FY2010 Amount: \_\_\_\_\_

Purpose:

FY2009 Amount: \_\_\_\_\_

Purpose:

**Other State Grants:**

Year Received  
Specify Calendar Year  
or Fiscal Year (FY)

Amount

Grantor

Purpose


**G. BENEFITS FROM OTHER GRANTS:** Since July 1, 2008 have you or the project ever benefited from a Recycling Assistance grant awarded to another grant recipient? If yes, list those grant recipients, the years the grants were awarded and a description of the benefit / assistance you received from those grants. (i.e., equipment, salaries, supplies, etc., purchased by a grant recipient other than you, for your project / program)

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**H: OTHER OUTSIDE ASSISTANCE:** Document all financial assistance you have requested or applied for and received from local governments (municipalities, county commissions, county/regional solid waste authorities, etc) since July 1, 2008. List the local government that provided the assistance, the year received, the amount, and the purpose of the funding. Do not include funding you have received that is entitled to you by statutory law.

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**I. EQUIPMENT MAINTENANCE / SECURITY:** Provide an outline of your maintenance program for current equipment and equipment you may purchase with grant funds. Also provide information regarding the insurance company you intend to have insure any equipment purchased with grant funds.

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**J. PROGRAM CONTINUATION:** Provide a summary of how you plan to continue your program after the grant period. Explain how you will finance your operation. Include training skills and experience necessary to manage the project or business.

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**K. EVALUATION:** Provide a brief description of the method or methods that will be used to evaluate the effectiveness, successfulness, or even completion of this project at the end of the grant term. (Depending upon the project and needs, this may be more extensive for some more than others.)

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## TIME LINE GRAPH

Applicant's Name \_\_\_\_\_

The scope of work tasks must be the items on the vertical axis of the timeline graph. For purposes of the graph, please abbreviate the task to no more than the space allows. The first two line items have already been marked noting the months when your allotments will be received and when quarterly and final reports are due.

[illegible]



### TIME LINE GRAPH

### EXAMPLE

The scope of work tasks must be the items on the vertical axis of the timeline graph (see example below). For purposes of the graph, please abbreviate the task to no more than the space allows.

[illegible]

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
WV RECYCLING ASSISTANCE PROGRAM**

**LETTER OF RECEIPT**

**A Letter of Receipt must be obtained from any or all counties in which the project will be located or operated. Please use one Letter of Receipt per county.**

To: West Virginia Department of Environmental Protection / REAP  
601 57<sup>th</sup> St. SE  
Charleston, WV 25304

Applicant: \_\_\_\_\_

SWA: \_\_\_\_\_

.....

**By signing this document, I agree to present this application at the next open meeting for the solid waste authority named above. I understand that it is not the responsibility of the county solid waste authority to approve or deny this application, only to verify that the proposed project follows the most current county solid waste management plan. The chairman of the solid waste authority named above will notify the Department of Environmental Protection in writing of any disputes or comments concerning this application prior to August 31, 2011, and provide a copy of the meeting minutes to verify review by the board members.**

**BOARD MEMBER**

I certify that I am a current member of the solid waste authority named above and have received a copy of the DEP Recycling Assistance Fund grant application from the applicant named above. I also certify that I have read the above-mentioned acceptance statement and understand the duties I have been requested to fulfill by accepting this application.

\_\_\_\_\_  
Signature of Receiver

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**SWA EMPLOYEE (in the absence of a SWA Board Member)**

I certify that I am a current employee of the solid waste authority named above and have received a copy of the DEP Recycling Assistance Fund grant application from the applicant named above. I also certify that I have read the above-mentioned acceptance statement and understand the duties I have been requested to fulfill by accepting this application.

\_\_\_\_\_  
Signature of Receiver

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please note: It is the responsibility of the signee to present the application to the SWA Board. Failure to do so is not the responsibility of the REAP Grant Program.**

## **CERTIFICATION REGARDING DRUG FREE WORKPLACE REQUIREMENTS**

This certification is required by the Drug Free Workplace Act of 1988 (pub. I 100-690, Title V, Subtitle D) and is implemented through additions to the debarment and suspension regulations, published in the Federal Register on January 31, 1989.

An Organizational Applicant certifies that it will provide a drug free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug free work place;
  - (3) any available drug counseling, rehabilitation and employee assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) abide by the terms of the statement; and
  - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction;
- (e) Notifying the agency within 10 days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is convicted;
  - (1) taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d) and (f).

**Place of Performance:** The applicant shall insert in the space provided below the site(s) for the performance of work done in connection with specific grant (street address, city, county, state, zip code):

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An applicant who is an individual certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant. This assurance is given in connection with any and all financial assistance from the West Virginia Department of Environmental Protection after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the applicant, its successors, transferees and assignees and on the authorized official (or individual applicant, as appropriate) whose signature appears below.

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Organization Name

Award Number

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Name and Title of Authorized Representative

Signature

Date